



Department of Managed Health Care

JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: August 8, 2003

CLASSIFICATION: Legal Secretary
1 Position – Permanent, Full Time

FINAL FILE DATE: Until Filled

SALARY: \$2704 - \$3286 (Range A) per month

LOCATION: Office of Enforcement, 980 9th Street, Suite 500, Sacramento, CA 95814

DUTIES AND RESPONSIBILITIES: Under the general direction of the Assistant Deputy Director, the incumbent is responsible for providing clerical support to the Assistant Deputy Director and staff counsel, responsible for typing, formatting, editing legal pleadings. Logging all pleadings and serve pleadings by mail in multiple jurisdictions including State, Federal and Appellate Courts or Office of Administrative Hearings. Prepares responses to Subpoenas, maintains a calendar of response dates, prepares subpoenas, deposition notices, drafts legal documents, reviews and summarizes witness testimony for relevant material, opens and maintains case files, makes arrangements to schedule hearing rooms, court reporters and witnesses and performs complex clerical work. Providing other legal secretarial services, as needed.

DESIRABLE QUALIFICATIONS:

- ◆ Ability to organize & establish workload priorities simultaneously & work under pressure
- ◆ Exercise a high degree of initiative & flexibility
- ◆ Ability to work independently, as well as, cooperatively and effectively with others.
- ◆ Ability to effectively communicate well, both orally and in writing
- ◆ Ability to follow oral & written instructions & able to adjust to shifting priorities & meet deadlines
- ◆ Dependable, punctual, excellent attendance
- ◆ Ability to reason well & use good judgment
- ◆ Knowledgeable of modern office methods & equipment & experience with personal computers with knowledge of Microsoft Word, Excel, etc.

WHO MAY APPLY: Current DMHC employees and SROA/SURPLUS candidates are encouraged to apply. This position is subject to the statewide hiring freeze and SROA provisions. **Only those best qualified will be interviewed.** For further technical information regarding the position, please contact Cheryl Akiu at (916) 324-8599. Send a completed application/resume to the person and address provided below (please include your social security number for eligibility verification and indicate the RPA #03-017 under the job title.

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Office of Enforcement
980 9th Street, Suite 500
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

RPA#03-017

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.